

POLICE SERGEANT

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This is supervisory or specialized field and office police work involving the supervision of subordinates, communications system operation and routine to complex clerical work. An employee of this class is responsible for assigning subordinates to posts, operating office communication equipment, keeping records of equipment and supplies and performing other duties of an experienced and supervisory police officer. Supervision is exercised over a group of subordinates through inspections and the assignment of duty in accordance with general instructions received from officers of higher rank. This class ranks immediately below that of Police Lieutenant.

EXAMPLES OF WORK

(NOTE: The examples listed below indicate only the general type of work performed in this class and are not intended to restrict duties to those listed.)

Assigns subordinates to posts and inspects them before they go on duty for compliance with departmental regulations;

Transmits orders to subordinates in person or by means of the station communications system;

Checks officers in the performance of their duties and offers assistance, makes suggestions, or gives instructions for the better performance of their work;

Reports any breach of duty or inefficiency to a superior officer;

Keeps posted on the condition of departmental equipment and supplies and makes reports on these items as required;

Makes arrest reports and handles office details of arrests as indicated;

Conducts the primary investigation of major accidents and violations as required;

Performs various related duties as assigned, required or indicated.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the test.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States.

After offer of promotion, but before beginning work in this class, must pass a physical examination, the selection and administration of which will be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must possess a valid driver's license.

Must be a regular and permanent employee in the class of Police Officer First Class for at least one (1) year immediately preceding application to the board.

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| PI | 03-13-67 |
| Rev | 11-15-72 |
| | 11-20-75 |
| | 03-03-94 |
| | 09-07-94 |
| | 03-07-95 |
| | 09-16-03 |
| | 07-18-05 |
| | 08-16-12 |